

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Steam Sterilizer	
Solicitation No. - N° de l'invitation F5244-140185/A	Date 2015-01-06
Client Reference No. - N° de référence du client F5244-14-0185	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-409-9425	
File No. - N° de dossier HAL-4-73162 (409)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-17	Time Zone Fuseau horaire Atlantic Standard Time AST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Taylor, Kathie	Buyer Id - Id de l'acheteur hal409
Telephone No. - N° de téléphone (902) 496-5510 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS BEDFORD INST.OCEANOGRAPHY 1 CHALLENGER DR.P.O.BOX 1006 DARTMOUTH NOVA SCOTIA B2Y4A2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

F5244-140185/A

Client Ref. No. - N° de réf. du client

F5244-14-0185

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-4-73162

Buyer ID - Id de l'acheteur

hal409

CCC No./N° CCC - FMS No/ N° VME

See Attached

Solicitation No. - N° de l'invitation
F5244-140185/A
Client Ref. No. - N° de réf. du client
F5244-140185

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PART 1 - GENERAL INFORMATION

1.1 Requirement

Fisheries and Oceans Canada, Bedford Institute of Oceanography, Dartmouth, NS, has a requirement for the delivery, installation and training of one (1) steam sterilizer (autoclave) for decontamination of laboratory and research supplies. Delivery, installation and training is mandatory on or before March 31, 2015.

This procurement is subject to the following trade agreements: NAFTA/AIT/Canada FTA's with Peru/Columbia/Panama.

1.2 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (two hard copies)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory Technical Criteria – as fully detailed in Annex A

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP Incoterms 2000, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder, if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca)" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

There is no security requirement applicable to this Contract.

6.2 Requirement

The Contractor must provide the items detailed under the Requirement at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2010A](#) (2014-11-27), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before 2015-03-31.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kathie Taylor
Supply Officer
Public Works and Government Services Canada
1713 Bedford Row
Halifax, NS B3J 1T3

Telephone: (902) 496-5510
Facsimile: (902) 496-5016

E-mail address: kathie.taylor@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority (to be named at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "firm price" as specified in line item details for a cost of \$ _____. Customs duties are included and Goods and applicable taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.6.3 Method of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of the Agreement;
- (b) the general conditions 2010A, Goods - Medium Complexity (dated 2014-11-27);
- (c) Annex A, Requirement;
- (d) the Contractor's bid dated _____ (*insert date of bid*)

6.11 SACC Manual Clauses

G1005C - Insurance Requirements (2008-05-12)

B1501C – Electrical Equipment (2006-06-16)

ANNEX "A"
REQUIREMENT

Fisheries and Oceans Canada, BIO, Dartmouth, NS, has a requirement for the supply, delivery, installation and training for one (1) Steam Sterilizer (autoclave) for decontamination of laboratory and research supplies. Delivery of the system and on-site training must be completed and invoiced prior to 31-Mar-15.

This system must meet the following minimum mandatory criteria:

1. The unit must offer both Gravity Displacement and Vacuum Sterilization.
2. The chamber interior size must be a minimum of 21"width x 21"length x 38"height and be constructed from stainless steel.
3. The jacket material must be stainless steel.
4. The unit must have a steam baffle to prevent condensation from wetting the load.
5. The unit must have a thermocouple port to monitor interior and load temperatures.
6. The door must be a single vertical sliding door counterbalanced for ease of operation and constructed of stainless steel.
7. The unit must have a safety switch to prevent steam from entering the chamber when the door is not in the sealed position.
8. The unit must be configured to be recessed into an opening.
9. The control panel must be located on the unit.
10. The unit electrical supply must be 115V, 1 phase 50/60 Hz.
11. The steam source must be a 30 kW steam boiler with automatic feed water pump, voltage 208V, 3 phase, 50/60Hz, carbon steel.
12. The drain temperature must be controlled to below 60 °C.
13. The unit must have a high water alarm integrated into the sterilizer.
14. The unit must include a load cart (with 2 shelves) and transfer carriage design to lock with track assembly/shelves of the sterilizer as required for safety of lab personnel for loading and unloading heavy items.
15. The unit must have an automatic steam boiler blowdown control.
16. The control panel must display time, temperature selected, cycle type, run parameters, and real-time cycle information.
17. The unit must have a printer with drop in and quick feed thermal paper to document cycle information.

18. The unit must provide alarm and text messages, including non-critical system messages.
19. The unit control panel must have audible and visual feedback of selections and alarms.
20. The temperature must be set/controlled/displayed in both °C and °F.
21. The unit must include a vacuum leak test for testing the vacuum integrity of the sterilizer piping.
22. The unit must be manufactured in a ISO9001 and ISO14001 certified factory.
23. The unit must be capable of maintaining an accurate, constant temperature of 121°C for cycles of 10, 15, 30, 45 and 60 minutes.
24. The unit must be capable of both liquid and gravity cycles.
25. The unit must have a liquid exhaust that is micro-computer controlled for linear and consistent liquid cool down and programmable within a specified range.
26. The unit must have supervisory and service level security of control and calibration processes.
27. The unit must have easily viewed analog chamber gauges to give real-time pressure readings in the chamber and jacket in the event of a micro-computer control system outage.
28. The unit's control system must have a parameter check to verify all user programmed cycles with warnings if a user attempts to program beyond recommended parameters.
29. The unit physical exterior dimensions cannot exceed 39 inches in width x 54 inches in depth x 80 inches in height (from floor level) to allow for access for servicing.
30. The Contractor must install the unit, including un-crating, moving, setting in place and assembly as well as connecting to existing electrical and plumbing infrastructure.
31. The unit must be installed by a qualified technician. The Contractor to determine the qualifications of the personnel performing the installation and on-site training.
32. The Contractor must calibrate the unit for temperature and pressure.
33. The Contractor must provide service and parts manuals, as well as installation drawings in hard copy and electronic format.
34. The Contractor must provide on-site training (minimum 1 day for 6-8 staff) as part of the purchase price of the system.
35. The Contractor must offer an annual maintenance plan on the instrument for minimum five years (this cost is not to be included in the purchase price) with terms and conditions acceptable to the Government of Canada.
36. The Contractor must have technical service representatives that following a maintenance call have a maximum response time that does not exceed 5 days.

Constraints:

- The date and time of installation and on-site training must be scheduled to ensure that DFO personnel are available to meet the security requirements (specifically to escort the contractor through the building).
- The on-site training must be provided in English.

Support Provided by Canada:

- Transportation of delivered system from the shipping/receiving department at the BIO to lab 419, Ellis Building.
- Preparation of the laboratory space to meet installation requirements.
- Verification that supplies required for the installation and on-site training have been received prior to the installation and on-site training.
- Representative will be available to provide information to the Contractor to assist with preparation for the on-site training (such as booking a boardroom (if required)) and escort the contractor through the building (a security requirement).

ANNEX "B"

BASIS OF PAYMENT

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP Incoterms 2000, Canadian Customs Duties and Excise Taxes included.

Item	Description	Unit of Issue	Qty.	Unit Price	Extended Price
1	Supply, delivery, installation, and training for one (1) steam sterilizer (as fully detailed in Annex A).	lot	1	\$	\$
2.	Annual maintenance plan for minimum five years (as fully detailed in Annex A).	yr	5	\$	\$

Make/Model: _____

ANNEX "C"
CROSS-REFERENCE DATA

Bidders are requested to provide cross-reference below to identify the page(s) where each mandatory minimum specification can be demonstrated in their technical documentation provided with bid. For the few criteria which are not identified in specification sheets/literature/brochures, your firm's indication of "Compliant" will be considered as certification that the requirement is met. Canada reserves the right to verify any and all information relating to mandatory requirements.

	Minimum Mandatory Requirements	Cross Reference Page #
1	The unit must offer both gravity displacement and vacuum sterilization.	
2.	The chamber interior size must be a minimum of 21"width x 21"length x 38"height and be constructed from stainless steel.	
3.	The jacket material must be stainless steel.	
4.	The unit must have a steam baffle to prevent condensation from wetting the load.	
5.	The unit must have a thermocouple port to monitor interior and load temperatures.	
6.	The door must be a single vertical sliding door counterbalanced for ease of operation and constructed of stainless steel.	
7.	The unit must have a safety switch to prevent steam from entering the chamber when the door is not in the sealed position.	
8.	The unit must be configured to be recessed into an opening.	
9.	The control panel must be located on the unit.	
10.	The unit electrical supply must be 115V, 1 phase 50/60 Hz.	
11.	The steam source must be a 30 kW steam boiler with automatic feed water pump, voltage 208V, 3 phase, 50/60Hz, carbon steel.	
12.	The drain temperature must be controlled to below 60 °C.	
13.	The unit must have a high water alarm integrated into the sterilizer.	
14.	The unit must include a load cart (with 2 shelves) and transfer carriage design to lock with track assembly/shelves of the sterilizer as required for safety of lab personnel for loading and unloading heavy items.	
15.	The unit must have an automatic steam boiler blowdown control.	
16.	The control panel must display time, temperature selected, cycle type, run parameters, and real-time cycle information.	
17.	The unit must have a printer with drop in and quick feed thermal paper to document cycle information.	
18.	The unit must provide alarm and text messages, including non-critical system messages.	
19.	The unit control panel must have audible and visual feedback of selections and alarms.	
20.	The temperature must be set/controlled/displayed in both °C and °F.	

21.	The unit must include a vacuum leak test for testing the vacuum integrity of the sterilizer piping.	
22.	The unit must be manufactured in a ISO9001 and ISO14001 certified factory.	
23.	The unit must be capable of maintaining an accurate, constant temperature of 121°C for cycles of 10, 15, 30, 45 and 60 minutes.	
24.	The unit must be capable of both liquid and gravity cycles.	
25.	The unit must have a liquid exhaust that is micro-computer controlled for linear and consistent liquid cool down and programmable within a specified range.	
26.	The unit must have supervisory and service level security of control and calibration processes.	
27.	The unit must have easily viewed analog chamber gauges to give real-time pressure readings in the chamber and jacket in the event of a micro-computer control system outage.	
28.	The unit's control system must have a parameter check to verify all user programmed cycles with warnings if a user attempts to program beyond recommended parameters.	
29.	The unit physical exterior dimensions cannot exceed 39 inches in width x 54 inches in depth x 80 inches in height (from floor level) to allow for access for servicing.	
30.	The Contractor must install the unit, including un-crating, moving, setting in place and assembly as well as connecting to existing electrical and plumbing infrastructure.	
31.	The unit must be installed by a qualified technician. The Contractor to determine the qualifications of the personnel performing the installation and on-site training.	
32.	The Contractor must calibrate the unit for temperature and pressure.	
33.	The Contractor must provide service and parts manuals, as well as installation drawings in hard copy and electronic format.	
34.	The Contractor must provide on-site training (minimum 1 day for 6-8 staff) as part of the purchase price of the system.	
35.	The Contractor must offer an annual maintenance plan on the instrument for minimum five years (this cost is not to be included in the purchase price) with terms and conditions acceptable to the Government of Canada.	
36.	The Contractor must have technical service representatives that following a maintenance call have a maximum response time that does not exceed 5 days.	

Make/Model: _____